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State Plans for Vocational Education



State Board For Vocational Education

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**McHENRY RHOADS, SUPERINTENDENT
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FRANKFORT

**State Plans
for
Vocational Education
in
Kentucky**

Kentucky.

**State Board For Vocational
Education**

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I. ADMINISTRATION AND SUPERVISION

A. GENERAL STAFF.

1. State Board for Vocational Education.

Section I, Kentucky Statutes, of Act accepting provisions of Smith-Hughes Law. "Section I: The Commonwealth of Kentucky hereby accepts all the provisions of an Act of Congress of the United States entitled 'An Act to provide for the promotion of Vocational Education; to provide for co-operation with the states for the promotion of such education in agriculture and the trades and industries; to provide for the co-operation with the states in the preparing of teachers of vocational subjects; and to appropriate money and regulate its expenditures,' approved February 23, 1917, and designates a Board to be known as the Vocational Education Board, consisting of the Superintendent of Public Instruction, the President of the University of Kentucky, the Attorney General, the Secretary of State, and two other men, who shall be appointed for terms of two (2) years by the Governor, one of whom is to be a Superintendent of Schools, and the other engaged in farming or other business, to administer the provisions of said Act in accordance with the provisions thereof, and they shall receive their necessary traveling expenses in attendance upon meetings."

2. Executive Officer.

The State Superintendent of Public Instruction is Chairman and Executive Officer of the State Board for Vocational Education, and in addition is official adviser for the entire staff.

3. State Director of Vocational Education.

- a. Vocational Education shall be administered by the State Director, who shall be appointed by the State Board for Vocational Education. His tenure of office, compensation and duties shall be prescribed by the State Board in strict accordance with the Federal Vocational Act.

b. His salary, traveling expenses, clerical help, printing, communication and stationery shall be paid from State appropriation for inspection and supervision as described in Section 4 of the Kentucky Special Act of Acceptance of the Federal Vocational Act.

c. Duties.

1. Direct and promote Vocational Education throughout the State.
2. Recommend schools, departments and classes to the State Board for approval and reimbursement.
3. Audit bills, expense accounts, and keep records of all receipts and expenditures of State and Federal funds for Vocational Education.
4. Revise State Plans, recommend policies and prepare reports for the State and Federal Boards for Vocational Education.

NOTE: Until such time as the Board shall be able to employ a full time Director, the Supervisor of Agricultural Education shall devote not more than one-fourth of his time to the general direction of Vocational Education, and the remainder of his time to the supervision of agricultural education. While acting in this dual capacity, one-fourth of his salary, traveling expenses, clerical help, printing, communication and stationery shall be paid from the State appropriation for inspection and supervision, and three-fourths from State and Federal funds available for teacher-training.

B. ² STATE SUPERVISOR OF AGRICULTURAL EDUCATION.

1. Agricultural Education shall be supervised by a person appointed by the State Board, which Board shall fix his tenure of office and compensation. This supervisor shall serve under the direction of the State Director, and shall act also in the capacity of itinerant teacher-trainer, in so far as his supervisory duties will permit.

2. His salary, traveling expenses, printing and stationery, communication and clerical help shall be paid, one-half from the State fund and one-half from the Federal fund available for teacher-training provided that the amount of all funds so used shall not exceed fifteen per cent of the total funds available for teacher-training.

C. STATE SUPERVISOR OF TRADE AND INDUSTRIAL EDUCATION.

1. Industrial Education shall be supervised by a person appointed by the State Board, which Board shall fix his tenure of office and compensation. This supervisor shall serve under the direction of the State Director and shall act also in the capacity of an itinerant teacher of Trade and Industrial teachers, in so far as his supervisory duties will permit.
2. His salary, traveling expenses, printing, stationery, communication and clerical help shall be paid, one-half from the State fund and one-half from the Federal fund available for teacher-training, provided the amount of all funds so used shall not exceed fifteen per cent of the total funds available for teacher-training.

D. STATE SUPERVISOR OF HOME ECONOMICS EDUCATION.

1. Home Economics Education shall be supervised by a person appointed by the State Board, which Board shall fix her tenure of office and compensation. This supervisor shall serve under the direction of the State Director and shall act also in the capacity of an itinerant teacher-trainer in so far as her supervisory duties will permit.
2. Her salary, traveling expenses, printing, stationery, communication, and clerical help shall be paid one-half from the State funds and one-half from the Federal funds available for teacher-training, provided the amount of all funds so used shall not exceed fifteen per cent of the total funds available for teacher-training.

E. TEACHER-TRAINING.

1. The supervisor of Vocational Teacher-Training shall be under the direction of the State Board for Vocational Education, thru its representatives.

2. The training of vocational teachers at the University of Kentucky shall be given in the College of Education under the direction of the Dean who is also Director of Vocational Teacher-Training at the University. Reimbursement will be made to the University for not more than one-third of the Dean's time given to the teaching of vocational subjects and the development of teacher-training in vocational education.
3. Institutions doing teacher training shall be reimbursed in accordance with the State and Federal rulings governing the expenditure of teacher-training funds.
4. Institutions doing teacher training shall submit a budget setting forth the proposed expenditures to the State Board for approval one month before the close of the fiscal year.

II. GENERAL CONDITIONS.

A. AFFECTING ALL SCHOOLS AND CLASSES.

1. The school must be under public supervision and control.
2. The controlling purpose of the instruction must be to fit for useful employment.
3. The instruction must be of less than college grade.
4. The course of study must be designed for persons fourteen years of age or over.

B. AFFECTING EXPENDITURES OF FEDERAL MONEY.

1. Every dollar of Federal money must be matched by a dollar of State or local money or both.
2. Federal money shall be expended only for:
 - a. Salaries of teachers, supervisors and directors of Agriculture.
 - b. Salaries of teachers of Trades, Home Economics and Industrial subjects.
 - c. Maintenance of vocational teacher-training.

NOTE: No Federal money may be used for the purchase, erection, preservation or repair of any building, for equipment, or for purchase or rental of lands.

3. All payments of Federal funds are contingent on receipt of specific data, monthly, semi-annual and other reports, etc., designated by the State Board for Vocational Education.

III. AGRICULTURAL EDUCATION

A. SUPERVISION OF AGRICULTURAL EDUCATION.

1. Qualification of Supervisor.

- a. He shall have completed the prescribed course from the College of Agriculture, University of Kentucky, or an agricultural college of equal rank, and shall have at least fifteen professional credits in a standard college of education, including some agricultural education.
- b. He shall have taught secondary agriculture one year or more, shall have had one or more years work as a Supervisor, Superintendent or Principal, and shall have had at least three full years of actual farm experience after the age of fourteen.
- c. He shall be at least twenty-five years of age, and in addition shall be chosen with due regard to general fitness as a leader.

2. Duties of Supervisor.

- a. He shall do such promotional work as the organization of classes, approval of teachers and candidates for teacher-training, preparation of State plans, co-operation with farm organizations, preparation of literature for agricultural instruction; make studies, surveys, investigations and such other work as will familiarize the public with the needs, intent, purpose, organization and administration of agricultural education.
- b. He shall make regular visits of inspection to all agricultural departments or classes in schools or institutions receiving Federal aid, and report same to the Director.

c. Assist Teachers.

1. By planning courses of study in departments or classes receiving Federal aid.
 2. In selecting suitable plants, equipment and supplies.
 3. In choosing project work adapted to the needs of the community.
- d. He shall conduct State and sectional conferences for the benefit of Vocational teachers in service.
- e. He shall cooperate with the State Director in the development of a teacher-training program adequate to meet the needs of the State.

B. KINDS OF SCHOOLS.

1. Agricultural Departments.

- a. Agricultural departments shall be established in graded, consolidated and high schools.
- b. These departments shall be in schools located in rural sections of the State, and shall have at least twelve farm boys, fourteen years of age or over, in regular attendance, who desire agricultural instruction.
- c. Plant and Equipment.
 1. Local districts must furnish suitable room, tables, chairs, supply cases, etc., adequate to carry out the purpose for which the department is established.
 2. A department of agriculture shall have a minimum of \$250.00 worth of equipment for white schools and \$200.00 worth of equipment for colored schools, in addition to requirements set forth above. In order to prevent waste by hasty buying, this equipment may be purchased as is needed.
 3. Sufficient land shall be arranged for either on the home farm or elsewhere for the project work work of the student.

d. Minimum for Maintenance.

1. The local school board shall employ a qualified teacher for twelve months in the year.
2. The local school board shall be required to have in its department of agriculture a reference library of agricultural books of not less than \$75.00 in value for white schools and \$50.00 in value for colored schools.
3. In order that the teacher in these departments may not be handicapped by a lack of small supplies, the local board shall set aside a minimum of \$2.00 per student per year for that purpose.

NOTE: When it is deemed advisable by both the State and local board, the teacher may be required to spend from four to six weeks at such convenient time as may be agreed upon for professional or technical improvement.

e. Course of Study.

1. Schools having a department of agriculture shall maintain either a two or four-year course of study. This course shall be pursued for a term of at least nine months.
2. Schools having a department of agriculture shall make up their course of study from Appendix I, in the order presented therein, as the needs of the community demand. (For colored schools see Appendix II.)
3. Students in a department of agriculture shall devote not less than ninety minutes per day to agricultural instruction, and the remainder of the school day to other academic subjects.
4. Students graduating from schools having a department of agriculture should not offer more than four units in agriculture for college entrance.

f. Method of Instruction.

1. The method of instruction shall be such as to

prepare the student for the business of farming.

2. No student shall be required to carry more than two (usually one) agricultural subjects, and not less than two (usually three) academic subjects per semester, except in the sixth, seventh and eighth grades in colored schools.
3. The instruction may be given from agricultural text books, reference books, bulletins, reports, laboratory work, demonstrations and field work.

g. Qualifications of Teachers.

1. Teachers in regularly established departments of agriculture shall be graduates from the College of Agriculture, University of Kentucky, or shall have had equivalent training in Agriculture; shall have had at least one-tenth of their work in education, and shall have had at least three full years' farm experience after the age of twelve.
2. Those now engaged in the teaching of agriculture who do not meet the requirements of Section *g. 1.* but who have successfully taught agriculture for one or more years, will be considered temporarily qualified provided they agree to meet all requirements in Section *g. 1.* within a reasonable length of time.
3. Teachers in departments of agriculture established in colored schools shall be graduates from the agricultural courses of the Kentucky Normal and Industrial Institute, or an institution of equivalent rank, or have had an equivalent training with one-tenth of their work in education and three years of actual farm experience after the age of twelve.
4. Colored teachers holding State certificates, having thirty technical credits in Agriculture, one-tenth of the work in Education, and three years actual farm experience after the age of twelve,

will be considered temporarily qualified provided they agree to meet requirement g. 3. within a reasonable length of time.

h. Project Work.

1. Students taking work in a department of agriculture will be required to do at least six months project work on the home farm under the supervision of the agricultural instructor.
2. The project work shall be parallel to or preceded by a systematic course of instruction.
3. Students taking agricultural instruction will devote not less than an average of ninety minutes per day to supervised practical work. This statement will be construed to mean that less time may be given to supervised practice work during the winter months and more time during the growing season, but an average of ninety minutes per day will be required.
4. Project work of the student shall be visited as often as individual instruction may require, by the Agriculture teacher, who shall advise the student and furnish such information as is necessary to the proper conduct of the project.

2. Evening Classes.

- a.* The purpose of an evening class shall be to provide technical instruction for persons over fourteen years of age who are already engaged in the business of farming.
- b.* The plant and equipment shall be sufficient to carry out successfully all work outlined and to meet the needs of the student.
- c.* The minimum for maintenance shall be such as to keep up the proper standard of work.
- d.* The length of the course of study shall be not fewer than twelve clock hours. Its content and time of year given shall be determined by the needs and de-

mands of the community. It shall first be approved by the State Board. See Type Course—Appendix III.

e. The method of instruction shall be such as to further prepare the students in the business of farming.

f. Qualifications of Teachers.

1. The teacher of an evening class shall have at least two years of practical experience in farming along the particular line of the course given.

2. The teacher shall have sufficient technical and professional training to present the work in a satisfactory manner. He shall be approved by the State Supervisor.

g. Students completing the evening class shall be expected to do at least six months of supervised practical work, keeping such records as may be necessary to the proper conduct of his work.

3. Part-time Classes.

a. The purpose of a part-time class shall be to provide technical instruction for persons over fourteen years of age who are engaged in the business of farming but who are unable to attend an all day class for the entire session.

b. The same plant and equipment used for an agricultural department, or plant and equipment of equal value, may be used for part-time courses.

c. The minimum for maintenance shall be such as to keep up the standard of this type of work.

d. The course of study shall be designed for persons over fourteen years of age. It shall be outlined and approved by the State Board. See type course Appendix IV.

e. The length of the course shall be at least forty clock hours per year, usually ten hours per week, but this may vary. There shall be not fewer than eight students in regular attendance.

f. The method of instruction shall be such as to enable the student to grasp the contents of the course.

- g.* The qualification of the teacher shall be the same as is required of a teacher in a regular department of agriculture.
- h.* Students completing part-time courses shall be expected to carry on at least six months of supervised practical work, keeping such records as may be necessary to the proper conclusion of the project.

C. TEACHER-TRAINING.

1. The percentage of teacher-training funds budgeted to agricultural education shall range from thirty to thirty-five per cent.
2. The Institutions approved for the training of vocational teachers are: white, University of Kentucky, Lexington; colored, Kentucky Normal and Industrial Institute, Frankfort.
3. The training of teachers of vocational education in agriculture at the University of Kentucky shall be done in the College of Education under the direction of the Dean. There shall be at least one Professor of Agricultural Education. The training of vocational teachers in Agriculture at the Kentucky Normal and Industrial Institute shall be done in the Normal Department, under the direction of a Professor of Agricultural Education.
4. Members of the teacher-training staff shall be designated by the respective institutions and approved by the State Board.
5. Teacher-training in Service.
 - a.* Itinerant teacher-training shall be done by the Supervisor of Agricultural Education in so far as the supervisory duties shall permit.
 - b.* Itinerant teacher-training may be done by the teacher-training staff in Agricultural Education on request of the Agricultural Supervisor.
6. Length of Course.
 - a.* University of Kentucky.
 1. The length of course shall be four years.

2. It shall consist of 138.9 unit hours.

b. Kentucky Normal and Industrial Institute.

1. The length of course shall be not less than two years beyond high school graduation.

2. It shall consist of at least 80 semester credits.

7. Entrance Requirements.

a. University of Kentucky.

1. Applicant shall be a graduate of a four-year high school or have had equivalent training.

b. Kentucky Normal and Industrial Institute.

1. Entrance requirements shall be graduation from a four-year high school with the proviso that students applying for entrance to this course with less than the required entrance credits may be permitted to make up same in the normal school after entrance, provided, however, that such additional studies may be taken first and in their proper relation to other subject matter outlined in the teacher-training course.

8. Course of Study.

a. University of Kentucky.

1. See Appendix V (a) and V (b).

2. Subsidy will be given for the starred courses in Appendix V (a) and V (b), and for such technical subject matter courses as may be offered in the summer courses approved by the State Board prior to January 1, 1924.

b. Kentucky Normal and Industrial Institute.

1. See Appendix VI.

2. Subsidy will be given for the starred professional courses in Appendix VI and for such technical subject matter courses as may be approved by the State Board prior to January 1, 1924.

9. Provisions for observation and practice teaching.

a. University of Kentucky.

1. Observation and practice teaching shall be done in the agricultural department in the Piedome rural consolidated school one and one-half miles from the University, and other accessible rural consolidated schools. A minimum of 72 clock hours class-room work in courses No. 181 and No. 182 each will be required of students registering for these courses, each carrying three credits.
2. In addition to the foregoing all prospective teachers of vocational education in Agriculture shall be given an opportunity to do four semester hours of practice teaching in other schools offering agriculture on a vocational basis. Critic teachers in charge of these departments shall be paid at a rate not to exceed \$30.00 per month for assisting students in practice teaching; said sum to be paid from teacher-training funds one-half from State and one-half from Federal moneys. No reimbursement shall be made for less than two weeks' work.

b. Kentucky Normal and Industrial Institute.

1. Supervised practice teaching and observation work shall be done in the Model School department on the campus. Some observation work may be done in agricultural departments in the vicinity of the Normal School.
2. The character of the work offered and its duration shall be such as to effectively train in the art of teaching Vocational Agriculture.

10. Graduation Requirements.

a. University of Kentucky.

1. Satisfactory completion of at least the prescribed four year course in the College of Agriculture, University of Kentucky, or equivalent.

2. At least one-tenth of the total credit hours must be in professional training preparatory for teaching vocational education in agriculture, plus sufficient practice teaching vocational education in agriculture.
3. At least three full years of actual farm experience after the age of twelve.
4. Students desiring to become teachers of vocational education in agriculture may major in the College of Agriculture, completing the requirements for a degree therein, and minor in the College of Education, completing the requirements for a certificate to teach in the public schools of the State, or they may major in the College of Education and minor in the College of Agriculture. If the latter method is followed, the students will be required to complete the requirements for a degree in the College of Education with 62.9 semester hours of credit in the College of Agriculture.

b. Kentucky Normal and Industrial Institute.

1. Satisfactory completion of the prescribed course listed in Appendix VI.
2. At least one-tenth of the total credit hours must be in professional training preparatory for teaching vocational agriculture, plus sufficient practice teaching as will train in the art of teaching vocational agriculture.
3. At least three full years of actual farm experience after the age of twelve.

11. Relation to Certification.

a. University of Kentucky.

1. Students completing the required course submitted as Appendix V (a) and V (b) may be recommended to the State Board of Education who may issue certificates in conformity to the State law pertaining to certification.

b. Kentucky Normal and Industrial Institute.

1. Students completing the required course submitted as Appendix VI may be recommended to the State Board of Education who may issue certificates in conformity to the State law pertaining to certification.

IV. TRADES AND INDUSTRIAL EDUCATION

A. TENTATIVE BUDGET OF FEDERAL FUNDS FOR TRADES AND INDUSTRIAL EDUCATION, INCLUDING AMOUNTS TO BE USED FOR:

1. Evening industrial schools or classes.....12%
2. Part-time schools or classes.....42%
3. Unit-trade classes.....46%
4. General industrial schools or classes in cities of less than 25,000 population will, if conducted, be paid for out of funds set aside for unit trade classes.

B. STATE SUPERVISION OF TRADE AND INDUSTRIAL EDUCATION.

1. Qualifications of Supervisor.

- a. The Supervisor for Trades and Industrial Education shall have at least two years' training in a college or university of recognized standing, and in addition, one of the following:

1. At least one years' professional training for service in the fields of Industrial Education, or
2. Two years' technical training in a college or technical school of recognized standing.

b. In addition one of the following is required:

1. At least three years' successful experience in a responsible capacity in the administration of trades and industrial classes of the type approved by the State Board of Education, and two years' employment as a tradesman, or
2. Five years' successful experience in the practice of a trade, together with at least two years' teaching experience.

2. Duties of the Supervisor.

- a. The Supervisor shall assist in the organization of

classes and the approval of instructors when needed. He shall prepare and approve courses of study, approve the selection of candidates for instructor training, make studies, surveys and investigations; and shall prepare state literature for trade and industrial education, and cooperate with industry by conducting or promoting foreman conferences and evening trade extension classes.

- b. The Supervisor shall visit, inspect, and approve all trade and industrial and instructor training classes before such are reimbursed from Federal funds.
- c. The Supervisor shall assist in the teacher-training department with the training of teachers in service, shall call and assist in conducting regional conferences for trade and industrial teachers when the same shall be recommended by the State Board.

C. KINDS OF TRADE AND INDUSTRIAL EDUCATION WHICH THE STATE BOARD INTENDS TO AID FROM FEDERAL FUNDS.

- 1. Evening industrial schools or classes, including foremanship classes.
- 2. Part-time classes.
 - a. Trade extension part-time schools or classes.
 - b. Trade preparatory part-time schools or classes.
 - c. General continuation part-time schools or classes.
- 3. Unit-day trade schools or classes.
- 4. General industrial schools or classes in towns and cities of less than 25,000 population.

D. EVENING INDUSTRIAL SCHOOLS OR CLASSES.

- 1. The controlling purpose shall be to further prepare the students for useful employment.
- 2. The minimum entrance age shall be sixteen years.
- 3. The plant and equipment shall be adequate to guarantee efficient instruction in the course designated.
- 4. The local community shall provide maintenance funds.
- 5. Type course of study is shown as Appendix VII.

6. The school work shall be industrial in nature and shall be given with the aim of increasing understanding or ability in the daily employment.
7. The method of instruction shall be that which best fits the short unit designated.
8. The following qualifications for teachers shall be required:
 - a. For practical units of instruction the strongest available tradesman shall be selected regardless of his educational qualifications except that he shall have a good general education and be willing to take such teacher-training as efficient instruction in the unit shall require.
 - b. For units of instruction in which the work is essentially theoretical, the following requirements are set forth:
 1. A thoro mastery of the subject.
 2. A minimum of at least one full year's experience as an actual workman in a trade or industrial pursuit.
 - c. All evening school teachers either previous to or during service shall have teacher training contact unless already certificated.

E. PART-TIME SCHOOLS OR CLASSES.

1. Trade Extension Part-time Schools or Classes.
 - a. The controlling purpose shall be to increase skill or knowledge in the occupation which the wage earner is following thru instruction given during the working hours.
 - b. Pupils in Federally aided part-time classes shall be fourteen years of age or over.
 - c. The teaching equipment and plant shall be adequate to guarantee the possibility of efficient instruction, in the particular course designated.
 - d. The local community shall provide for cost items included under maintenance which shall be adequate for the comfort and welfare of the class.
 - e. Type course of study is shown as Appendix VIII.

- f.* The method of instruction shall be an adaptation of the subject matter to the needs and capabilities of the pupils, and shall conform as nearly as possible to trade practices.
 - g.* The length of term shall be not less than 144 hours per year or three hours a week.
 - h.* The qualifications of the teachers shall be the same as set forth under the heading —“evening industrial schools.”
- 2. Trade Preparatory Part-time Schools or Classes.
 - a.* The controlling purpose shall be to teach trades to persons who have entered employment without adequate preparation for earning a livelihood. Instruction to be given during the working time of pupils.
 - b.* Items b, c and d under IV-E shall apply to trade preparatory part-time classes.
- 3. General Continuation Part-time Schools or Classes.
 - a.* For enlarging the civic intelligence of workers over fourteen years of age.
 - 1. The controlling purpose shall be to increase the civic or vocational intelligence of persons who have entered employment, by instruction given during the working time of pupils.
 - 2. Items b, c and d under IV-E-1 shall apply to general continuation classes.
 - 3. Type courses of study are shown as Appendix IX.
 - 4. The method of instruction shall be a combination of class work and individual instruction.
 - 5. The length of term shall be not less than 144 hours per year or three hours a week.
 - 6. The teachers of general continuation classes shall receive not less than 36 hours individual teacher training previous to employment, and in addition shall have the personality and education

necessary to successfully conduct this type of class. Graduates from four-year standard colleges will be given preference, and in no case will teachers be certified to teach who do not have the qualifications to teach general education subjects in the regular public schools.

- b. For enlarging the vocational intelligence of workers over fourteen years of age regularly employed as follows:

1. On a full time basis in offices or stores:

- a. The instruction shall be supplementary to the daily employment, suitable for persons between fourteen and eighteen years of age, and given during the employed time of class members.
- b. The teaching equipment and plant shall be adequate to guarantee the possibility of efficient instruction.
- c. The method of instruction shall be a combination of class work and individual instruction, which shall be adjusted to the requirements of the pupils and made as practical as possible, and it shall be correlated with the daily employment.
- d. Workers may be enrolled in these classes for a minimum of 144 hours a year out of employment time, or for a maximum of one-half of their working hours each school day.
- e. The character of the instruction shall be such as will aid the worker in the performance of his tasks or assist in his promotion to the next higher place in line. Type course of study is shown as Appendix X.
- f. Reimbursement may be made for those who teach the technical commercial subjects to part-time general continuation students, or who act as co-ordinators for such classes. No full time co-ordinators will be employed.

g. Classes shall be organized on the minimum basis of 144 hours yearly, the class work to be strictly practical commercial training.

1. Teachers handling the practical subjects for these classes shall either have two years' college credit with preparation for teaching the special commercial branch and not less than one year's practical experience, or the equivalent, or four years' practical experience with adequate college preparation for teaching the subject.

2. Teachers handling related subjects such as economics, etc., shall have at least two years' of college work with special preparation in the subject they are to handle. If qualified, the practical subjects teacher may handle the related subjects.

2. Classes on the cooperative basis between school and store or office.

a. The instruction shall be supplementary to the employment designed for persons between the ages of fourteen and eighteen years who have education equivalent to completion of three semesters of high school work.

b. The teaching equipment and plant shall be adequate to guarantee efficient instruction.

c. The method of instruction and supervision shall be a combination of class work and individual instruction which shall be adjusted to the needs of the pupils, and the vocational subject shall be correlated to the employment.

d. The division of time between school and office or store shall be as follows:

1. Employment where laboratory expe-

- rience can be secured for 20 school days first year, 30 second year.
2. Employment where laboratory experience can be secured for 30 non-school days first year and 40 second year.
 3. Instruction in school for the balance of the time (Term of school 36 weeks.)
- e.* The character and content of the course is shown as Appendix XI.
 - f.* Reimbursement may be made for teachers handling the technical commercial subjects for part-time general continuation subjects for part-time general continuation students but only for such time as they actually devote to their technical teaching and supervision.
 - g.* The minimum time for instruction is shown in Appendix XI.
 - h.* Teachers shall have completed an acceptable course in retail selling.

F. DAY UNIT-TRADE SCHOOL.

1. The controlling purpose shall be to give initial instruction which will prepare students to enter a skilled industrial occupation on an advanced basis or to actually certify students completing the course as journeymen workers.
2. Students over fourteen years of age shall be enrolled in these classes, and preference shall be given to those fifteen years of age or over.
3. The plant and equipment shall be sufficient to guarantee the possibility of efficient instruction in the course designated.
4. The local community shall provide such maintenance as is necessary for the comfort and welfare of the class.
5. Type course is shown as Appendix VIII.
6. The method of instruction shall be adapted as far as possible to the individual needs of the students. The

shop work shall be on a productive basis and not on the exercise basis and shall be carried on by commercial shop methods in so far as practicable.

7. At least fifteen hours per week shall be devoted to practical work in the trade, which product shall be comparable with that made in industry.
8. The minimum school term shall be 36 weeks in length.
9. There shall be at least 30 hours of instruction a week given these pupils, 15% of which shall be devoted to instruction directly related to the trade, while 50% shall be devoted to the shop work.
10. The teachers for the shop and related subjects for such classes shall have the qualifications set up for evening school teachers. The shop teacher shall in addition have completed or be pursuing at least a 120-hour course for the preparation of trade teachers. Day trade teachers may be required to attend summer sessions or conferences specifically provided for improving shop or related subjects teaching when, upon the recommendation of the Supervisor, the State Board for Vocational Education shall deem such attendance advisable.

G. THE GENERAL INDUSTRIAL SCHOOL FOR CITIES AND TOWNS OF LESS THAN 25,000 POPULATION.

1. The conditions governing this type of class are the same as for unit trade class except as follows:
 - a. The school term may be reduced from nine months to eight months.
 - b. Not more than three closely related trade subjects may be taught to a class group where it can be shown that there is a need of workers understanding more than one trade. An example of this might be that of teaching certain operations on the engine lathe or forge to a person who is training principally to work as an auto mechanic.
 - c. The qualifications of the teacher shall be measured by his combined trade knowledge, and shall be otherwise the same as for evening school instruction.

H. TEACHER-TRAINING.

1. The per cent of teacher-training funds budgeted to trades and industrial education varies from twenty to twenty-five per cent.
2. The agency contributing to teacher-training is:
University of Kentucky, Lexington.
3. The training of teachers of Vocational Education in Trades and Industries shall be done in the College of Education under the direction of the Dean. There shall be at least one Professor of Industrial Education.
4. The work to be undertaken by the University:

a. For shop teachers, the work will be Itinerant and Correspondence instruction.

1. Entrance requirements—fulfillment of all essentials for qualifications of shop teachers except professional preparation.

2. Length of course.

a. In years—indeterminate.

b. In unit hours—108 clock hours.

3. Course of Study.

Required:

Education 71—Trade Analysis and Organization of Course of Study.....54 hours

Education 72—Special Methods of Instruction and Management, including Practice Teaching54 hours

Elective:

Education 70—Industrial Education 54 hours

Education 171—Informational Course..54 hours

NOTE: Course numbers are indicated in the catalog of the teacher-training institution.

4. Practicum courses are given only in itinerant teacher-training and then only when facilities are available for observation or practice teaching, whenever possible in the presence of the State teacher-trainer.
5. Graduation requirements—identical with provisions found in IV-F-10.

6. When exigencies of the situation demand employment in advance of professional teacher-training, certification is granted on condition that teachers will complete professional training as soon as facilities can be provided.

b. Related Subjects Teachers.

1. Entrance requirements—fulfillment of essentials for qualifications of shop teachers except professional preparation.
2. Length of Course.
 - a. In years—indeterminate.
 - b. In unit hours—162 clock hours.

3. Course of Study.

Required:

Education 71—Trade Analysis and Organization of Courses of Study.....	54 hours
Education 72—Special Methods of Instruction and Management.....	54 hours
Education 73—The Teaching of Related Subjects	54 hours

Elective:

Education 70—Industrial Education.	54 hours
Education 171—Information Course..	54 hours

4. Practicum courses are given only in itinerant teacher-training and then only when facilities are available for observation or practice teaching, whenever possible in the presence of the State teacher-trainer.
5. Graduation requirements—Identical with State plan previously found in IV-D-8-b.
6. When the exigencies of the situation demand employment in advance of professional teacher-training, certification is granted on condition that teachers will complete professional training at earliest possible moment.

c. General Continuation Part-time School Teachers.

1. Entrance Requirements—See IV-E-3-a-6.

2. Length of Course.
 - a. In years—indeterminate.
 - b. In unit hours—not fewer than 108 clock hours.
 3. Course of Study.
 - 74—Vocational Guidance.....54 hours
 - 170—Part-time General Continuation..54 hours
 4. Practicum courses are given in itinerant teacher-training when facilities are available for observation or practice teaching.
 5. Certification requirements—identical with provisions found in IV-E-3-a-6, except that courses 74 and 170 must be completed. (See H-4-a-6.)
 6. When exigencies of the situation demand employment in advance of professional teacher-training, certification is granted on completion of 36 clock hours of professional training and on condition that teachers will complete professional training at the earliest possible moment.
- d. Teachers of retail selling in the general continuation school.
1. The enlarging of the vocational intelligence of workers over fourteen years of age regularly employed.
 2. Kinds of schools and classes are those for children regularly employed on full time basis in offices or stores, or on the cooperative basis between the school and the store or office.
 3. Course of Study.
 - a. In years—Indeterminate.
 - b. In unit hours—not fewer than 108 clock hours.
 4. Fulfillment of all essentials for qualification of the respective type part-time teacher under consideration, except professional preparation.
 5. Course of Study.
 - 171—Informational Course—54 clock hours.

72—Special Methods of Instruction and Management—54 clock hours.

6. Observation and Practice Teaching—See IV-H-3-2-(4).
7. Graduation requirements—32 clock hours of professional training. Store or college experience.
8. See relation to certification—VI-E-3-b-2-h.
9. Only professional training in Vocational Education attempted: Qualifications of teacher-training are identical with those set up in IV-B-1-a for State Supervisor of Trades.
4. Training of teachers who have entered services—identical with all provisions of IV-H-3.
5. The Teacher-trainer or Supervisor may either of them conduct teacher-training or foremen classes as set forth in this plan, or supervise the same as conditions when interpreted by the State Board for Vocational Education may require.
6. Instruction training for foremen.
 - a. Training conference leaders—Assisting the State Supervisor or assuming leadership.
 - b. Training instruction foremen—Assisting the State Supervisor or assuming leadership.
7. Provisions for extension of resident and itinerant teacher-training to correspondence teacher-training whenever possible.

V. HOME ECONOMICS EDUCATION

A. DISTRIBUTION OF FUNDS.

1. Not more than twenty per cent of the funds available for salaries of teachers in trade, home economics and industrial education may be used for home economics.

B. SUPERVISION.

1. Qualifications of Supervisor.
 - a. The Supervisor of Home Economics Education shall have completed the prescribed course in the home

economics department of the University of Kentucky or an institution of equal rank, and shall have had at least fifteen credits in professional training.

- b. Said Supervisor shall have had at least two years' successful experience in homemaking after the age of fourteen, shall have taught home economics for three years, and shall have had at least one year of success in administrative work.
- c. She shall be at least twenty-five years of age, shall possess marked qualities of leadership, personality, integrity, tact, and unquestionable ability to perform the duties and responsibilities of supervisor of home economics education.

2. Duties of Supervisor.

- a. Improvement of teachers in service. This shall be done by:
 - 1. Conferences, both regional and state-wide.
 - 2. Visitations.
 - 3. Loans from state office of helpful material for exhibits, examination and use of teachers.
 - 4. News letters and other items of interest and help from the state office.
- b. Promotion of new work. The Supervisor shall, with the cooperation of the State Director and Teacher-training Institution, promote new work by:
 - 1. Use of the press and other educational publications.
 - 2. Furnishing plans and equipment information to superintendents requesting same.
 - 3. Attendance at educational meetings of a general nature.
 - 4. Response to calls of interested superintendents, school boards, and other groups.
- c. Inspection work. The Supervisor shall make regular visits to all departments and classes receiving Federal aid and report same to Director. She shall make such other visits to approved departments as is

deemed wise and in accordance with the expenditure of time and funds.

C. KINDS OF HOME ECONOMICS EDUCATION WHICH THE STATE BOARD WILL AID FROM STATE AND FEDERAL FUNDS ARE:

1. Day schools or classes.
2. Part-time home economics schools or classes.
3. Evening home economics schools or classes.

D. DAY SCHOOLS.

1. Age of admission: Minimum age fourteen years.
2. Required or minimum plant and equipment:
 - a. For food study, planning, preparation and service of meals. There shall be at least one laboratory for this purpose, properly equipped for the work well lighted, heated and ventilated.
 - b. For clothing. One laboratory properly heated, lighted, ventilated and equipped with a sufficient number of sewing machines to accommodate the number of girls in the class; tables, chairs, cabinets for storing and keeping working materials, mirror for fitting and such other equipment as is deemed necessary to carry on the work in a satisfactory manner.
 - c. For home nursing. Such simple equipment as is necessary to teach the elementary principles of home nursing.
 - d. For home laundry work. Necessary materials and appliances to teach the principles of cleaning fabrics, removing spots, and other practical processes in home laundry work.
3. Minimum for maintenance. The school board shall provide a sufficient amount of funds to keep up the proper standard for the school. In no case shall the department have to be entirely self-supporting.
4. Character and content of courses of study. One-half the time must be given to home economics subjects alone or home economics and related subjects. See Appendix XII.
5. Methods of instruction. The instruction shall consist of

class room recitation and discussion, and laboratory work so arranged that the two processes of instruction are combined in one exercise or period and not separated into definite recitations and laboratory periods per week. It is recommended that all teaching be done on the project basis.

6. Home projects. It is hoped that home projects will be a definite part of every vocational home-making program in the schools.
 - a. Amount of time allowed. A maximum of one-fifth of the vocational half day may be used for home projects. (Equivalent of three hours per week in a six hour day and two and one-half hours per week in a five hour day.)
 - b. Provision and amount of time for supervision. It is recommended that an *equivalent* of two half days per week per year be allowed the home economics teacher for supervision of home projects.
 - c. Type projects will be found in Appendix XIII.
7. Amount of time given to vocational work. One-half of the school day shall be given to vocational work as follows:
 - a. Home Economics subjects. A minimum of ninety (90) minutes daily for a five hour day and one hundred and twenty (120) minutes daily for a six hour day must be given to home economics subjects.
 - b. Related subjects. A minimum equivalent of seven single periods per week must be given to related subjects. Exception: This may be reduced to five periods when students give the equivalent of one-fifth of the vocational day to supervised home projects. Time must be provided in the home economics teacher's schedule for giving supervision.
 - c. Home projects. One-fifth of the total time may be used for home projects.
8. Length of school year.
 - a. In cities and towns of more than 25,000 the school

year must be at least nine months (36 weeks) in length.

- b. In cities and towns of less than 25,000 the length of the school year may be eight months (32 weeks.)

9. Hours of instruction per week.

- a. In cities and towns of more than 25,000 the hours of instruction shall be not less than thirty (30) per week.
- b. In cities and towns of less than 25,000 the hours of instruction per week shall be not less than twenty-five (25.)

10. Qualifications of teachers.

a. Home Economics Teachers.

1. Education.

- a. White—teachers of home economics subjects shall be graduates of the Teacher-training Department of the University of Kentucky or shall have equivalent training in home economics.
- b. Colored—teachers of home economics subjects shall be graduates of the Teacher-training Department of the Kentucky Normal and Industrial Institute, or an institution offering a course of equal rank.

2. Experience.

- a. Teaching experience shall include the required amount for graduation from the Teacher-training Departments. Teachers shall have had vocational experience equal to that required for graduation from the University of Kentucky (for whites) or the Kentucky Normal and Industrial Institute (for colored.)

- 3. General. In addition to professional training, technical subject matter, teaching experience and vocational experience, home economics teachers shall be selected on the basis of general fitness for the work. Such points as personality,

interest in the profession, tact, integrity and love of work will receive due consideration in the selection and recommendation of teachers.

b. Related Subjects Teachers.

1. Education. Teachers of related subjects shall be graduates of the University of Kentucky (white) or the Kentucky Normal and Industrial Institute (colored) or an institution of equal rank, or have an equivalent training and teaching experience to that required for graduation from the respective teacher-training departments.
2. Contact with home-making or training in home economics. See teacher-training section and course of study for related subjects teachers.

E. PART-TIME HOME ECONOMICS SCHOOLS OR CLASSES.

1. Age of pupils: Minimum of fourteen years.
2. Required or minimum plant and equipment. In general, at the present time, part-time classes will use the plant and equipment in the day schools in home economics but, when it is necessary to furnish new plant and equipment for part-time classes, a type will be provided that will be best suited to the needs of the groups of girls in part-time classes.
3. Minimum for maintenance. Sufficient to keep up the standard of the school.
4. Character and content of courses of study. The course of study may be one of the following types:
 - a. Part-time home economics classes in which all the time is given to Home Economics subjects. Type course Appendix XIV.
 - b. Part-time home economics classes with 50% or more of the time given to home economics subjects, and the remainder of time given to general academic subjects. Type course Appendix XV.
5. Methods of Instruction. The method of instruction shall

be adapted to the maturity, experience and information of the students.

6. Length of term: 144 hours.

7. Qualification of teachers.

a. Home Economics Teachers.

1. Education. Minimum required for certification in Kentucky. (Technical—completion of an approved two year course. Professional—six hours in education, with special professional work in methods in part-time schools.)
2. Experience. At least two years of actual home management and an equal amount of teaching experience.
3. Personal fitness. In addition to these requirements teachers shall be chosen with regard to their general fitness for part-time teaching.

b. Related Subjects Teachers.

1. Education. Sufficient training in subjects to present the work in a satisfactory manner and meet state requirements for certification.
2. Home making contact. Sufficient experience in home making to enable teacher to understand problems and need of group.
3. Personal fitness. In addition to these requirements teachers shall be chosen with regard to their general fitness for part-time teaching.

F. EVENING HOME ECONOMICS SCHOOLS AND CLASSES.

1. Minimum entrance age: Sixteen years.
2. Required or minimum plant and equipment: Sufficient to carry out successfully the outline of work and to meet the needs of the students.
3. Minimum for maintenance: A sufficient fund to keep up the proper standards of the school.
4. Character and content of course of study: The course of study shall be outlined on the short unit basis. For type course see Appendix XVI.

5. Character of the school work: The character of the school work shall be supplemental to the daily employment of the pupils as home makers.
6. Methods of instruction: The method of instruction shall be suited to the maturity, experience, and information of the groups constituting the classes.
7. Qualifications of teachers:
 - a. Education. Sufficient technical training in home economics to present the work in a satisfactory manner, and professional training to enable the teacher to outline the work and adapt it to the intelligence of the student, presenting it in such a way as to secure good results.
 - b. Experience. At least two years of practical experience with some actual home management.
 - c. General fitness. Teachers shall be chosen who have a personality and ability that will enable them to successfully handle the problem of evening classes.

G. TEACHER-TRAINING.

1. The per cent of teacher-training funds budgeted to home economics education shall range approximately from forty to forty-three per cent.
2. Preparation of teachers.
 - a. Home economics teachers.
 1. Standards for training.
 - a. Entrance requirements.
 1. University of Kentucky—Graduation from a four year accredited high school or the equivalent of four years.
 2. Kentucky Normal and Industrial Institute—Applicants for admission must be at least sixteen years of age, and shall be graduates of the Preparatory or High School Department, or the equivalent of four years.
 - b. Length of course.
 1. University of Kentucky.
Years—four, unit hours 133.1.

2. Kentucky Normal and Industrial Institute.
Years—two, unit hours 60.
- c. Content of course—The percentage distribution of hours devoted to the various subjects in the University of Kentucky shall be about as follows:
Home Economics subjects...25 to 35 per cent
Related subjects.....20 to 30 per cent
Professional subjects.....10 to 18 per cent
General academic.....25 to 37 per cent
The percentage distribution of hours in the Kentucky Normal and Industrial Institute shall be about as follows:
Home Economics subjects...25 to 35 per cent
Related subjects.....15 to 30 per cent
Professional20 to 25 per cent
General academic.....20 to 25 per cent
- d. Provision and amount of time for supervised teaching.
 1. Provision.
 - a. University of Kentucky.
University High School, University of Kentucky, and Junior High School, Lexington.
 - b. Kentucky Normal and Industrial Institute. Practice School, Kentucky Normal and Industrial Institute. Model rural district school in vicinity of Kentucky Normal and Industrial Institute.
 2. Amount of time.
 - a. University of Kentucky.
At least one complete unit ranging from 30 to 40 lessons in the two major phases of home economics, and observing all or parts of another unit.
 - b. Kentucky Normal and Industrial Institute.
At least one complete unit ranging from 30 to 40 lessons in the two major

phases of home economics, and observing all or parts of another unit.

c. Graduation requirements including vocational experience.

1. University of Kentucky.

a. Students preparing to become teachers of Home Economics may either major in the College of Agriculture, taking their Degree in Home Economics Education and minor in the College of Education, taking at least ten per cent of the total credit hours in professional subjects plus Technique of Teaching and Practice Teaching; or they may major in the College of Education and minor in the College of Agriculture, in which case they shall be required to complete twenty-four semester hours in education and approximately sixty-five to seventy semester hours in home economics and related subjects.

b. Summer projects. Each student shall be required to do a home project at the end of the first and third years of their college course under the co-operative supervision of the vocational teacher-training and home economics departments.

c. Home Management. Resident period of eight weeks in the practice house during the senior year.

2. Kentucky Normal and Industrial Institute.

a. Satisfactory completion of the prescribed course of study listed as Appendix XVII.

b. At least ten per cent of total credits in professional training preparatory for teaching vocational home economics.

Technique of teaching and practice teaching required.

- c. Summer projects. It is expected that the girls do a home project at the end of each year under the cooperative supervision of the Vocational Teacher-training and Home Economics Departments.

- d. Home Management. Resident period of eight weeks in the practice house during the senior year.

f. Relation to Certification.

- 1. Certification of graduates of the Vocational Teacher-training Departments will be made in accordance with the rules and regulations of the State Department of Education.

- b. Related subjects teachers. It is hoped that the training of related subjects teachers by a Professor of Related Subjects will be begun in the Vocational Teacher-training Department of the University of Kentucky in the fall of 1924, as per plans submitted as follows:

- 1. Standards for training.

- a. Entrance requirements—Applicants for admission shall be graduates of four year high schools or the equivalent of four years.

- b. Length of course.

In years—4. In unit hours—127.

- c. Content of course. The percentage distribution of hours devoted to the various subjects shall be about as follows:

Home Economics subjects.....	15 to 20
Related subjects.....	25 to 40
Professional subjects	10 to 15
General academic subjects.....	30 to 35

- d. Provision and amount of time for supervised teaching.

- 1. Provision—University High School, University of Kentucky, Lexington.

2. Amount of time—equipment to that of home economics requirements.
 - e. Graduation requirements including vocational experience. (Details for this to be worked out in cooperation with the Deans of the Colleges of Education, Arts and Science, and Agriculture, and submitted for approval later.)
 - f. Certification of graduates will be made in accordance with the rules and regulations of the State Department of Education.
- c. The institutions approved for the training of vocational teachers in Home Economics are, University of Kentucky, Lexington (white), and Kentucky Normal and Industrial Institute, Frankfort, (colored).
- The training of vocational teachers in Home Economics at the University of Kentucky shall be given in the College of Education under the direction of the Dean. There shall be at least one Professor of Special Methods in Home Economics Education.
- The training of vocational teachers in Home Economics at the Kentucky Normal and Industrial Institute shall be in the Normal Department under the direction of a Professor of Home Economics Education.
- Members of the teacher-training staff shall be designated by the respective institutions and approved by the State Board for Vocational Education.
- Full courses of study for each institution are included in Appendix XVIII (a) and XVIII (b).
- Provision for checking vocational experience given under "Graduation Requirements." It is expected that at the end of the first and second year each girl will be required to do a project based upon her particular needs as shown by her work thruout the preceding year. A complete record of same will be placed in the hands of the instructor in whose classes she will register for similar work the following year. Credit will be recorded for the project only after the student shows that she has accomplished the aims set forth thru the organization of the project.

3. Training of teachers in service.

a. Character of work to be undertaken.

1. Itinerant teacher-training shall be done by the Supervisor of Home Economics Education, in so far as her supervisory duties will permit, and may be done by the Professor of Home Economics Education, or other members of the home economics teacher-training staff, on request of the Supervisor of Home Economics Education.

a. By visits to the respective schools upon request of the Supervisor.

b. By suggestions given in the form of correspondence of schedules, courses of study, home project work, text books, supplies, laboratory equipment, library, etc.

c. It is hoped that correspondence courses may be organized and offered by the Vocational Teacher-training Department. Plans for same will be submitted for approval when the need for such training is evident.

d. State and regional conferences, summer schools, and State Home Economics meetings, whether employed in all day, part-time, vocational or evening schools.

2. Subjects offered.

Technical at summer sessions.

Professional thruout year and summer sessions.

b. Agencies responsible for training.

The State Department of Vocational Education assisted by the Teacher-training Institutions.

c. Official title and qualifications of person in charge.

The State Supervisor of Home Economics Education shall be responsible for the training of teachers in service. For qualifications see V-B-1.

d. Time devoted to work.

For 1923-1924 the following is planned:

State Conference—1 week (36 hours.)

Regional Conference—2 weeks for four conferences.

State Home Economics Association—two days.

State Teachers' Association—two days.

In addition, as much time thru visitation as program will permit. After 1924, the program for training teachers in service will be expanded in accordance with the development and facilities within the State for so doing.

4. Proposed plan for training related subject teachers.

a. For related science.

1. Method.

a. Train Home Economics majors to handle related science.

b. Train Arts and Science girls to teach related science.

2. Recommendations.

a. That arts and science students be trained because:

1. The schools need full time teachers of home economics to handle the high school and seventh and eighth grade home economics work and also home projects.

2. A teacher gives better service when her efforts are less scattered.

3. It will be necessary to give too much training to the home economics girls if they take professional training in both home economics and science. This would reduce the elective studies to such an extent that there would be danger of the girls' training becoming narrow.

4. The schools need a full time teacher of science to take care of related science and all other high school and grade sciences, particularly the seventh and eighth grades.

5. The science work would be better in all the schools because the teachers

would have professional training. They would also have a practical viewpoint of the subject. Course of Study, see Appendix XIX.

c. Time and place of beginning.

It is hoped that the course can be opened in September, 1924, in the Vocational Teacher-training Department.

d. Teacher-trainer.

That the person in charge have sufficient training and contact in home economics to enable her to train the teachers in such a way as to relate their teaching to home and community life.

b. For related art.

1. Method.

- a. Train Home Economics majors as related art teachers.
- b. Train Art majors as related art teachers.
- c. Train Arts and Science students, not Art majors, as teachers of related art.

2. Recommendations.

- a. That home economics majors may be trained because:
 1. There is not a sufficient demand for special art teachers in the schools to justify the training of such special teachers or to justify the use of funds for that purpose.
 2. The school programs are such, and will be for several years, that schools cannot use more than two vocational teachers. Each will be on part time basis as follows: One to handle the home economics in the high school and seventh and eighth grades as well as the related art in the first year high school program,

and the other to handle the related and all other high school sciences.

3. The home economics majors are required to have some fundamental course in art. They have the home economics work and can elect additional art courses. We would recommend that they elect a course in methods of teaching related art and other credits in art.

b. Time and place of beginning.

It is hoped that the work can be started in September, 1924; that the department giving the work be decided upon at a later date, but that it be under the direction of or in cooperation with the Vocational Teacher-training Department.

APPENDIX I

COURSE OF STUDY

FIRST YEAR

First Semester
 English I
 Mathematics I
 Latin I
 History I
 Farm Crops
 Science I
 Home Economics

Second Semester
 English I
 Mathematics I
 Latin I
 History I
 Farm Crops
 Science I
 Home Economics

SECOND YEAR

English II
 Mathematics II
 Latin II
 History II
 Animal Husbandry
 Science II
 Home Economics

English II
 Mathematics II
 Latin II
 History II
 Animal Husbandry
 Science II
 Home Economics

THIRD YEAR

English III
 History III
 Mathematics III
 Latin III
 Soils
 Physics
 Home Economics

English III
 History III
 Mathematics III
 Latin III
 Soils
 Physics
 Home Economics

FOURTH YEAR

English IV
 History IV
 Mathematics IV
 Civil Government
 Social Science
 Latin IV
 Farm Management
 Home Economics

English IV
 History IV
 Mathematics IV
 Civil Government
 Social Science
 Latin IV
 Farm Management
 Home Economics

APPENDIX II

COURSE OF STUDY

(Colored)

SIXTH GRADE

First Half Year	Last Half Year
Composition	Composition
Sanitation and Health	Sanitation and Health
Reading and Spelling	Reading and Spelling
Farm Arithmetic	Farm Arithmetic
Crops	Crops
Farm Shop	Farm Shop

SEVENTH GRADE

Grammar	Grammar
Kentucky History	Kentucky History
Geography	Geography
Farm Animals	Farm Animals
Farm Shop	Farm Shop
Agricultural Arithmetic	Agricultural Arithmetic

EIGHTH GRADE

English	English
U. S. History	U. S. History
Geography	Geography
Soils and Fertilizers	Soils and Fertilizers
Agricultural Chemistry	Agricultural Chemistry

NINTH GRADE

English	English
Civics	Civics
Farm Management and Arithmetic.	Farm Management and Arithmetic
Horticulture or Vegetable Gardening	Horticulture or Vegetable Gardening

APPENDIX III

TYPE SHORT UNIT COURSES

A	B
Feeding and Management of Hogs	Improvement of Soils
1. Cropping system and farm layout	1. Soil formation, texture, structure
2. Number of hogs per acre	2. Erosion and drainage
3. Pens and houses	3. Plant food content
4. General principles of feeding	4. Nitrogen and phosphorus
5. Mixing and balancing rations	5. Lime
6. Fattening hogs	6. Commercial fertilizers
7. Feeding brood sow and boar	7. Availability of plant food
8. Management of brood sow at farrowing time	8. Humus and green manure
9. Management of boar	9. Barn yard manure
10. Disease and care of hogs	10. Legumes
11. Pedigrees and registry association	11. Cover crops
12. Marketing	12. Crop rotation
13. Keeping production records	

APPENDIX IV

TYPE PART TIME COURSES

POULTRY

- Poultry raising as a business
 - Conditions favorable for poultry production
 - Capital necessary for profitable business
- Selection of breed to raise
 - Egg or meat producing type
 - Advantages in raising standard bred fowls
- Methods of starting the flock
 - Buying eggs for hatching
 - Buying day-old chicks
 - Buying mature standard bred fowls
 - Breeding up from the home flock
- Management of flock
 - Poultry houses
 - Other necessary equipment
 - Feeds and feeding of poultry
 - Care of birds during mating season
- Incubation of eggs
 - Kind of eggs to incubate
 - Eggs at hatching time
 - Setting hen
 - Incubator
- Breeding chicks
 - With a hen
 - With a breeder
 - Feeding young chicks
 - Diseases of baby chicks
- Management of growing birds
- Factors in maximum egg production
- Care of eggs
- Fattening chickens for market
- Marketing poultry
 - Live fowls
- Value of records and accounts

Students regularly enrolled in part-time courses will be expected to take in addition English, Arithmetic, U. S. History and Civics.

APPENDIX V (a)

Suggested Curricula For Persons Preparing to Teach
Agriculture

I. MAJOR IN COLLEGE OF AGRICULTURE

FRESHMAN YEAR

First Semester		
Course	Subject	Credits
A. I. 12a	Types and Classes of Live Stock	3.
Chemistry 1a	General Inorganic Chemistry	5.
English 1b	English Composition	3.
Botany 1a	General Morphology	4.
Military Science 1a	First Year Basic Course, Infantry	1.3
Physical Education 1a	Gymnasium or Field Athletics	.7
	Freshman Lectures	.3
		17.3

Second Semester

A. I. 12b	Types and Classes of Live Stock	3.
English 1b	General Morphology	4.
Chemistry 1b	General Inorganic Chemistry	5.
English 1b	English Composition	3.
Military Science 1b	First Year Basic Course, Infantry	1.3
Physical Education 1b	Gymnasium or Field Athletics	.7

17.

SOPHOMORE YEAR

First Semester

Chemistry 2	Qualitative Analysis	4.
Economics 1a	Principles of Economics	3.
Geology 3	Elements of Geology	3.
Horticulture 1	General Horticulture	4.
Education 116	Educational Psychology	3.
Military Science 6a	Second Year Basic Course, Infantry	1.5

18.5

Second Semester

*Farm Economics 4	Agricultural Economics or Agricultural Electives	3.
Agronomy 1	Soils	5.
Mathematics 3	Trigonometry	3.
Zoology 5, or	General Zoology	4.
†Physics 10	General Physics	..
Military Science 6b	Second Year Basic Course, Infantry	1.5

16.5 or 17.5

*Students who do not take Agricultural Economics in the sophomore year will be required to take this subject in the junior year.

†Physics is required of students who have not had one year of Physics in High School. Students are advised to take Physics in High School. Those taking Physics in sophomore year will take Zoology in junior year.

JUNIOR YEAR

First Semester		
Course	Subject	Credits
Agronomy 8	Cereals	4.
Farm Eng. 4	Farm Motors	3.
Farm Economics 1	General Farm Management	3.
Education 109	Secondary Education	3.
Elective in Education		3.

16.

Second Semester

Agronomy 10	Forage Crops	3.
Animal Ind. 2	Poultry Production	3.
Animal Ind. 5	Farm Dairying	3.
Horticulture 7	Vegetable Garden	4.
Education 104	Principles of Education	3.

16.

SENIOR YEAR

First Semester

Agronomy 2	Soils Management	3.
Agronomy 23	Plant Pathology	4.
Animal Ind. 12	Live Stock Judging	2.
Farm Economics 6	Marketing	2.
*Education 180	Methods of Tech. Voc. Ag.	3.
*Education 183	Rural School Problems	3.

17.

Second Semester

Farm Engineering 6 ..	Farm Shop	2.5
Animal Industry 9 ..	Genetics	4.
Agr. Entomology	Injurious Insects	2.
Farm Economics	Co-operative Marketing	2.
*Education 181	Observation and Pr. Tech.	3.
*Education 115	Administration and Supervision	3.

16.5

*Technical Agriculture and other subjects for freshman and sophomore years will be the same as for those majoring in agriculture with the exception of Educational Psychology, 3 credits, which will be required in sophomore year.

APPENDIX V (b)

II. MAJOR IN COLLEGE OF EDUCATION

FRESHMAN YEAR

Course	First Semester	Credits
English 1a	English Composition	3.
Zoology 1a	General Zoology	3.
Physical Ed. 1a	Gymnasium or Field Athletics	0.7
Military Science 1a	First Year Basic Course, Infantry	1.3
History 4	Introduction to Modern Europe	3.
Education 24	Survey of Education	3.
Chemistry 1a	General Inorganic Chemistry	4.

16.

Second Semester

English 1b	English Composition	3.
Botany 1b	General Morphology	3.
Physical Ed. 1b	Gymnasium or Field Athletics	0.7
Military Science 1b	First Year Basic Course, Infantry	1.3
Political Science 51b	American Government	3.
Psychology 1	Introductory Psychology	3.
Chemistry 1b	General Inorganic Chemistry	4.

18.

SOPHOMORE YEAR

First Semester

Education 116	Educational Psychology	3.
Military Science 6a	Second Year Basic Course, Infantry	1.5
A. I. 12	Types and Classes of Live Stock	3.
Horticulture 1	General Horticulture	3.
Chemistry 4	Qualitative Analysis	4.
Geology 3	Elements of Geology	3.

17.5

Second Semester

Education 104	Principles of Education	3.
Military Science 6b	Second Year Basic Course	1.5
A. I. 12	Types and Classes of Live Stock	3.
Agronomy 1	Soils	3.
Electives	One-half in Agriculture	6.

16.5

JUNIOR YEAR**First Semester**

Education 109	Principles of Secondary Education.....	3.
Economics 1a	Principles of Economics.....	3.
Agronomy 8	Cereals	4.
Farm Engineering 4 ..	Farm Motors	3.
A. I. 12	Live Stock Judging.....	3.

16.

Second Semester

*Education 183	Rural School Problems.....	3.
Agronomy 10	Forage Crops	3.
A. I. 12	Poultry Production	3.
Horticulture 7	Vegetable Gardening	4.
Electives	In Agriculture	3.

16.

SENIOR YEAR**First Semester**

*Education 180	Methods of Teach. Voc. Agr.	3.
Agronomy 2	Soils Management	3.
Agronomy 23	Plant Pathology	4.
Farm Economics 1 ...	General Farm Management	3.
Farm Economics 6 ...	Marketing	2.

15.

Second Semester

*Education 181	Observation and Prac. Teach.	3.
*Education 115	Administration and Supervision.....	3.
Farm Eng. 6	Farm Shop	2.5
A. I. 9	Genetics	4.
Agr. Entomology	Injurious Insects	2.
Farm Economics 7 ...	Co-operative Marketing	3.

17.5

APPENDIX VI

COURSE OF STUDY FOR TRAINING TEACHERS OF
VOCATIONAL AGRICULTURE IN THE KENTUCKY
NORMAL AND INDUSTRIAL INSTITUTE,
FRANKFORT, KENTUCKY

SENIOR HIGH SCHOOL YEAR

First Semester		Second Semester	
Course	Hrs.	Course	Hrs.
Plane Geometry	5	Solid Geometry	5
Physics	4	Physics	4
Soils and Crops	5	Soils and Crops	5
*Adm. of Voc. Ed.	5	*Adm. of Voc. Ed.	5
Music	1	Music	1
Military Drill		Military Drill	

FIRST YEAR JUNIOR COLLEGE

Chemistry	4	Chemistry	4
Animal Husbandry	5	Animal Husbandry	5
Trigonometry	5	Political Economy	5
Elective in Ag.	5	Elective in Ag.	5
*History of Ag. Ed.	5	*History of Ag. Ed.	5
Music	1	Music	1

SECOND YEAR JUNIOR COLLEGE

Urban Sociology		Elective in Agri.	5
Farm Mechanics		Farm-Household Ac.	5
Negro-History-Lit.		Farm Management	5
Elective in Agri.		Rural Sociology	5
*Methods and Materials....		*Educ. Psychology	3
		Practice Teaching	2

APPENDIX VII

TYPE EVENING SCHOOL COURSES

Evening school courses will in general be conducted in short units and where reimbursement is asked will be for trade extension courses only. The following are suggestive types of courses to which others may be added:

Sheet metal drawing and design	Valve setting
Specialized chemistry	Theory of electricity
Cost estimating for carpentry	Blue print reading
Practical use of the steel square	Color mixing
Mine gases and ventilation	Economy in firing
Heat treatment of steel	Trade mathematics
Mechanics of solids	

Such courses as the above, if of any length will be divided into units, so men enrolling may take only the definite parts they have need for. In general, the outline below will suggest the manner of doing this.

USE OF THE STEEL SQUARE

UNIT I—Gable Roof

1. Finding the length of a rafter.
2. Laying out for cuts.
3. Layout for collar beams.

UNIT II—Hip Roof

1. Obtaining length of hip for intersecting roofs of equal pitch.
 - a. Laying out heel, top, and side cuts.
2. Obtaining length of hip for intersecting roofs of unequal pitch.
 - a. Laying out heel, top, and side cuts.
3. Obtaining the length of jack rafters.
 - a. Laying out heel, top, and side cuts.

UNIT III—Roof With Valley

1. Finding the length of valley rafters.
 - a. Obtaining the heel, side, and top cuts.
2. Finding the length of valley jacks.
 - a. Obtaining the heel, top, and side cuts.

UNIT IV—Polygonal Roofs

1. Finding the length of common rafters.
2. Finding the length of hip rafters.
3. Finding the length of jack rafters.
 - a. Making the side cut.

UNIT V—Circular Roofs

1. Obtaining the length of common rafters.
2. Locating the position of headers on the common rafters.

UNIT VI—Dome Roofs

1. Obtaining the length of common rafters.
 - a. Obtaining cuts for common rafters.
2. Sheathing dome roofs.

APPENDIX VIII

PART TIME TRADE EXTENSION

Part time trade preparatory or day trade classes may be conducted for any trade. The following course outline may be considered in the following light.

a. Units selected from this course may in general be considered as representing the character of work that will be reimbursed as trade extension part-time work.

b. The course taken as a whole will illustrate the character of course that should be set up for reimbursement as a day trade class or a part-time trade preparatory class.

Lesson in the following course may mean more than one day's work.

OUTLINE OF A COURSE FOR MACHINISTS

UNIT I—Preliminary

- | | | |
|----------|---|--|
| Lesson 1 | { | 1. Operation, speed, feed, and adjustments of the shop machines.
2. The use of lubricants for cutting.
3. Safety precautions.
4. Measuring with micrometers.
5. Names of machines. |
|----------|---|--|

UNIT II—Preliminary

- | | | |
|--------------------------------|---|---|
| Lesson 1
Laying Out
Work | { | 1. Use of hermaphrodite calipers.
2. Use of dividers.
3. Use of the scribe.
4. Use of the surface gauge and of plant surfaces.
5. Use of the center and combination square.
6. Use of the key seat rule.
7. Use of the "V" blocks and parallel strips.
8. Making and use of coppering solution for laying out on steel.
9. White coatings for laying out work.
10. Names of new tools, materials, etc. |
|--------------------------------|---|---|

UNIT III—The Lathe

- | | | |
|-----------------------------------|---|--|
| Lesson 1
Turning on
Centers | { | 1. Safety precautions.
2. Testing the centers.
3. Grinding and turning centers, testing with center gauge.
4. Lining up the tail center.
5. Determination of the effects of working with the centers out of adjustment, head center, tail center.
6. Methods of holding work.
7. Blanking bolts, etc.
8. Gear calculations and adjustments for thread cutting.
9. Use of the center gauge in grinding and adjusting the tool.
10. Cutting threads.
11. Roughing, fitting and finishing the outside of a taper drill sleeve.
12. Drilling, boring, and reaming the inside of a taper drill sleeve.
13. Cutting multiple threads.
14. Names of new tools, materials, etc. |
| Lesson 2
Lathe Chuck
Work | { | 1. Safety precautions.
2. Methods of holding work.
3. Centering and squaring.
4. Use of angle plates.
5. Use of test indicator.
6. Names of new tools, materials, etc. |
| Lesson 3
Face Plate
Work | { | 1. Safety precautions.
2. Methods of holding work.
3. Centering and squaring.
4. Use of angle plates.
5. Use of test indicator.
6. Names of new tools, materials, etc. |

- Lesson 4
Boring Bar {
1. Safety and accuracy precautions.
 2. Methods of clamping work.
 3. Centering and squaring.
 4. Use of test indicator.
 5. Use of angle plates.
 6. Names of new tools, materials, etc.

- Lesson 5
Steady Rest {
1. Safety precautions.
 2. Methods of holding work.
 3. Methods of lining up work.
 4. Names of new tools, materials, etc.

UNIT IV—Shaper

- Lesson 1
Vise Work {
1. Safety precautions.
 2. Methods of holding work.
 3. Adjusting the vise.
 4. Use of parallels.
 5. Cutting angles and tapers.
 6. Cutting key-ways, external and internal.
 7. Names of new tools, etc.

- Lesson 2
Table Work {
1. Methods of holding work.
 2. The use of pins or stickers.
 3. Use of angle plates.
 4. Names of new tools, materials, etc.

- Lesson 3
Center Work {
1. Safety precautions.
 2. Adjusting the centers.
 3. Types of work intended for.
 4. Methods of holding work.
 5. Names of new tools, materials, etc.

UNIT V—Milling Machine

- Lesson 1
Vise Work {
1. Safety precautions.
 2. Methods of holding work.
 3. Milling plane surfaces.
 4. Milling various kinds of key ways.
 5. The use of end mills.
 6. Use of straddle mill and forming cutters.
 7. Names of new tools, materials, etc.

- Lesson 2
Dividing Head
with Centers {
1. Safety precautions.
 2. Accuracy and mechanism of dividing head.
 3. Mathematics of the dividing head.
 4. Gearing for spiral milling.
 5. Milling angles.
 6. Cutting gears. (Gearing calculations.)
 7. Names of new tools, materials, etc.

- Lesson 3
Dividing Head
with Chuck {
1. Safety precautions.
 2. Adjustments for cutting flutes in angle mills, etc.
 3. Names of new tools, materials, etc.

- Lesson 4
Table Work {
1. Safety precautions.
 2. Methods of holding work.
 3. Milling plane surfaces.
 4. Slotting.
 5. Names of new tools, materials, etc.

UNIT VI—Planer

- 1. Safety precautions.
- 2. General characteristics of the work the same as for Unit IV with additional use of stops for holding work.
- 3. Names of new tools, materials, etc.

UNIT VII—Tool and Cutter Grinder

- Lesson 1
Plane Surfaces
- 1. Safety precautions.
 - 2. Methods of holding work.
 - 3. Use of parallels.
 - 4. Squaring work.
 - 5. Names of new tools, materials, etc.

- Lesson 2
Cylindrical Grinding
- 1. Safety precautions.
 - 2. Methods of holding work.
 - 3. Grinding cylinders and tapers.
 - 4. Internal grinding.
 - 5. Names of new tools, materials, etc.

- Lesson 3
Cutter Grinding
- 1. Safety precautions.
 - 2. Truing the stone.
 - 3. Adjustments for clearance angle.
 - 4. Adjustments for grinding angle cutter.
 - 5. Use of universal tooth rest for straight and spiral flutes.
 - 6. Names of new tools, materials, etc.

UNIT VIII—Drill Press

- Lesson 1
- 1. Safety precautions.
 - 2. Methods of holding work.
 - 3. Use of angle plates.
 - 4. Grinding drills.
 - 5. Drawing center.
 - 6. Use of boring bar.
 - 7. Names of new tools, etc.

UNIT IX—Bench Work

- Lesson 1
- 1. Safety precautions.
 - 2. Proper care and use of files.
 - 3. Scraping and fitting bearings.
 - 4. Scraping plane surfaces.
 - 5. Fitting keys.
 - 6. Names of tools.

APPENDIX IX

COURSE OUTLINE FOR PART-TIME GENERAL CONTINUATION CLASSES

The following course is designed for employed children. It will be laid out for 144 hours a year, four hours a week during their regular working hours. (8:00 A. M. to 5:00 P. M.)

(Extract, Kentucky School Laws, Approved March 22, 1920:

"Every parent, or guardian or other person in any city of the first, second, third or fourth class, having the custody, control or supervision of any child between the ages of seven and sixteen years shall cause such child or children to be enrolled and to attend regularly some public, private, or a parochial school each year for the full term of such school—provided, further, that every child between the ages of fourteen and sixteen years of age to whom an employment certificate shall have been issued and who is lawfully and steadily employed and who has not satisfactorily completed the course of study corresponding to the first eight years of the public schools, shall attend a continuation school when established for not less than four nor more than eight hours a week throughout the regular term of the public schools between the hours of 8 A. M. and 5 P. M., but in no case on Saturday or Sunday. Any person who has a child under his control and who fails to comply with any of the provisions of this section shall be guilty of a misdemeanor and shall be fined not less than five dollars for each offense."

Arithmetic	{ Interest and Saving Accounts.
48	{ Safe Investments.
Hours	{ The Value of Owning a Home.
English	{ Business Letters.
48	{ Current Events.
Hours	{ Leases, Notes, Mortgages, Deeds and Abstracts.
Special	{ Simplified Economics.
Science	{ Civics.
48	{ Business Ethics.
Hours	{ Hygiene and Health.

An extension of the above courses or of any other part-time course may be conducted upon the alternative plan as follows:

An alternative part-time class or classes will be accepted as satisfactory compliance with the school attendance law regulating the attendance of children working on permits.

This organization requires that two children share a specific job, each child filling in fifty per cent of the desired working day on an alternating plan so there shall be no interruption in the work. During the balance of each day the child shall attend school, but such attendance shall not be for a greater period of time than fifteen hours a week for forty-eight weeks, nor for a shorter period of time than eight hours a week for thirty-six weeks.

APPENDIX X

Type course for part-time general continuation class for persons employed on full time in offices and stores. The course to be trade extension for those enrolled.

Arithmetic, 30 minutes each week.

Spelling, 20 minutes every other week.

Textiles and merchandise, 30 minutes every third week.

Commercial Geography, 20 minutes every other week.

Salesmanship topics, 30 minutes every week.

Physical exercise, 10 minutes every week.

English and Penmanship, 40 minutes every week.

Hygiene and Current Events, 20 minutes every week.

Thrift, Citizenship and Government, 50 minutes each week.

Business Organization and Business Ethics, 30 minutes each week.

Courses such as the above may also be arranged for such subjects as typewriting, shorthand, bookkeeping, filing, etc.

"The instruction in the courses given for the express purpose of training commercial workers must be such as is clearly suitable for pupils between fourteen and eighteen years of age. These courses must be intended to help the worker in the performance of his present office or store tasks, or to fit him for promotion to the next high position for which he is in line. Training for positions more advanced in character than can be successfully held by such pupils as are being trained, may not be included. Thus, instruction in shorthand and bookkeeping should not be given to fourteen and fifteen-year-old pupils, nor salesmanship to pupils not employed in stores.

APPENDIX XI

A strictly retail selling course which shall be preparatory for retail selling occupations, and which provides for adequate actual contact with the occupation.

This course shall be a junior elective in the senior high school. The students shall be enrolled for instruction in the regularly organized classes in English, Science and Mathematics, for class periods of not less than forty minutes per day. The group will also come under the instruction of a retail selling teacher for a minimum of sixty minutes each day during the school term (nine month minimum.) Laboratory credit shall also be given for supervised laboratory work done in the stores as required under "d," page 22. The course shall cover two years and embrace the work outlined in Appendix A, Bulletin 22, Federal Board for Vocational Education.

Suggested Plan—Utilize ten full school days preceding Christmas. The remaining eighty hours to be secured by one hour early dismissal for half the available school days in the year. The non-school 240 hours being afternoon, Saturday or vacation work.

APPENDIX XII

The following is an outline of a suggested two-year high school course for day schools in home economics. This presupposes work in the seventh and eighth grades for at least two double periods per week.

FIRST YEAR

Home Economics and Related Subjects

Homemaking units:

Health campaign.
 Sunday night suppers.
 Baking.
 Lunches and Luncheons.
 Dinners.
 Garment making, underwear.
 Garment making, aprons.
 Garment making, gingham dress.
 Made-over cotton garment.
 Garment making, summer dress.

Related Art.

General Science.

Total periods per week, 17.

General Academic Subjects

English	} Required in Kentucky
Mathematics	
Literature and	
Public Speaking	

Total periods per week, 11.

SECOND YEAR

Homemaking units:

Food preservation.
 Business methods and accounting.
 Budgeting.
 Woolen garments, new and made-over.
 Adequate diet.
 Child welfare.
 Home care of sick.
 Home planning, selecting and care.

English	} Required in Kentucky
Mathematics	
Literature and	
Public Speaking	

Applied design.

Hygiene, home nursing and first aid, or

Geology.

Total periods per week, 17.

Total periods per week, 11.

Teachers receive the course of study organized for them on a unit basis.

When no preparatory work has been given in the grades, units must be chosen from the grade outline as a basis for the prescribed work.

Such units as the following should be chosen:

Breakfast.

Elementary garment making (requiring only straight stitching.)

Simple bungalow apron.

Care and furnishing of a room.

Units in the grades outline may be combined with those of same nature in the high school outline, choosing outstanding points in each for discussion and laboratory work.

The full half-day is given to home economics alone in no school in Kentucky. Such would probably occur in negro schools having no preparatory work in which case fundamental units from the grade course would precede or parallel units in the high school course. Negro schools meet the same requirements academically as do white schools of the same class.

APPENDIX XIII

TYPE PROJECTS

1. Plan, prepare and serve suppers for family.
2. Meal planning, marketing, accounting, preparation and service.
3. Plan meals and do buying for girl scouts, camp fire camps, clubs, etc.
4. Make budget for own family for canned fruits and vegetables, preserves, jellies, jams, etc.
5. Carry out wearing tests on hosiery, underwear, etc.
6. Plan own clothing budget for two or three years, making part of garments.
7. Plan and make over some woolen garment.
8. Make original designs for costumes for school play or pageant.
9. Conduct health crusade for underweight brother or sister.
10. Plan and prepare trays for convalescent child or adult.
11. Study community hygiene—local markets, bakeries, dairies, sewage disposal, etc.
12. Budget housework for one week and assist in carrying out some part of it.
13. Plan work and keep house while mother is on vacation. (Economy of time, labor, expense, etc.)
14. Plan better storage space for food, clothing, bed linens, blankets, etc.
15. Plan and care for flower garden at home.

APPENDIX XIV

TYPE PART-TIME COURSE

	Hours
1. Selection of clothing.....	12
a. Appropriate design, color, lines.	
b. Needs, as to amount, kinds, cost.	
c. Clothing budget.	
d. Making vs. buying.	
e. Important features in selecting ready-to-wear clothing.	
f. Children's clothing.	
2. Clothing conservation	20
a. Care, laundry, cleaning, repair, remodeling and renovation.	
3. Simple clothing construction.....	24
a. Underwear (preferably made-overs as teddies from night-gowns, corset covers from waists, child's garment from adults.)	
b. Simple house apron or dress.	
4. Health	20
a. Relation of food, clothing, recreation, etc., to health.	
b. Personal hygiene.	
c. Home nursing.	
d. First aid emergencies.	
e. Simple precautions against disease.	
f. Prevention of childhood diseases.	
g. Local, state and national child welfare work.	

	Hours
5. Planning, marketing, preparation and service of simple meals	40
a. Needs of family group, season, income, etc.	
b. Sanitary conditions in markets, dairies, etc.	
c. Methods of saving time, labor, fuel, money, in preparation of meals.	
d. Simple home service.	
e. Storage facilities; care of refrigerator.	
6. The Packed Lunch	3
a. Foods suitable for lunch; comparative cost, special value; amount of time required to prepare; special packing.	
7. Housing	12
a. Needs of family.	
b. Home and community hygiene.	
c. Lighting, heating, ventilation.	
d. Furnishing and care of home and equipment.	
8. Business methods for the individual and household	10
a. Budgeting time, income, labor for the individual and household.	
b. Paying bills, handling bank accounts.	
c. Opportunities for saving and investment.	
d. Keeping of simple records of expenditure.	
e. Methods of buying.	
f. Thrift in the home.	
9. Recreation in the home and community	3
	144

APPENDIX XV

TYPE PART-TIME COURSE

	Hours
English	18
Household Mathematics	18
Personal and Home Hygiene	18
Social Sciences	18
	72
Home Economics	72
	144

The Home Economics units chosen are the same as in Appendix XV, except less time is given to the various units as follows:

	Hours
1. Selection of clothing	8
Less time for b and c.	
2. Clothing conservation	8
Laboratory problems reduced.	
3. Simple clothing construction	14
Less time for made-over problems. Dresses simpler in construction.	

	Hours
4. Health	8
Less time given to "germ theory," home nursing, preparation of sick trays, child welfare and first aid work.	
5. Planning, marketing, preparation and service of meals.....	24
6. Packed Lunch	2
7. Housing	5
Less time to community hygiene and lighting, heating and ventilation.	
8. Business methods for the individual and household.....	4
Less time to records and paying bills.	
9. Recreation in the home and community.....	1
	72

APPENDIX XVI

TYPE COURSE FOR EVENING CLASS

A SHORT UNIT COURSE IN CONSERVATION OF CLOTHING

(7 Weeks of 4 Hours Each)

Lesson I.	Care and laundry of cotton, linen, silk and wool.
Lesson II.	Repair of garments and household articles.
Lessons III-VII.	Making over clothing.
Lessons VIII-X.	Children's clothing.
Lessons XI-XIII.	Children's hats.
	Renovation of millinery.
Lesson XIV.	General care of all family household clothing.

TYPE OUTLINE OF LESSONS III-VII.

- I. Aims
 1. To reduce cost of family clothing.
 2. To extend wearing period of clothing.
 3. To know how and when to utilize worn garments and left-overs.
 4. To increase wardrobe without increasing cost.
 5. To be able to add attractiveness to family and home at minimum cost.
- II. Content
 1. Problems
 - a. How may the cost of clothing be reduced?
 - b. When is it advisable to make over?
 - c. What are the possibilities of the scrap bag and clothes box?
 - d. How make self, family and home more attractive without increasing cost?
 2. Laboratory work
 - a. Discussion of possibilities in reducing clothing cost.
 - b. Preparation of materials (ripping, sponging, pressing, etc.,) planning of style of garment best suited to size and shape of pieces and combination with other materials, cutting and making of garments and other household articles.
 - c. Discussion of made-over problems as to attractiveness, wearing qualities, expenditure of time, money, etc.

APPENDIX XVII

COURSE OF STUDY FOR HOME ECONOMICS IN THE
KENTUCKY NORMAL AND INDUSTRIAL INSTI-
TUTE, FRANKFORT, KENTUCKY

Those who desire to become teachers will take this course plus the starred professional subjects listed herein.

SENIOR HIGH SCHOOL YEAR

First Semester

	Rec.	Lab.
English Composition and Rhetoric.....	5	
Plane Geometry	5	
Domestic Art, Garment Making.....	4	1
General Chemistry	2	3
Freehand Drawing		3
Elementary Foods	2	

Second Semester

English Composition and Rhetoric.....	5	
Plane Geometry (Applied Mathematics)	5	
Domestic Art, Garment Making	4	1
Canning and Preserving	2	3
General Chemistry	3	2
Freehand Drawing		3

FIRST YEAR JUNIOR COLLEGE

First Semester

American Literature and Classics	5	
Household Physics	3	2
Foods, Cookery and Table Service	2	3
American History	5	
Art Principles in Garment Making, Costume Designs and Home Furnishing	4	1
*Methods (General)	5	

Second Semester

Psychology	5	
Household Bacteriology	3	1
Art Principles in Garment Making, Costume Designs	1	4
Advanced Foods, Cookery and Table Service.....	2	3
Arithmetic and Household Accounts.....	5	
*Methods in Home Economics	5	

SECOND YEAR JUNIOR COLLEGE

First Semester

English Literature and Composition.....	5	
Food and Digestion—Cookery	2	3
Household Chemistry	2	3
Dressmaking	1	1
*Laundry—Home Management	1	2
Electives		
*Practice Teaching and Observation.....	5	

Second Semester

	Rec.	Lab.
American History	4	
Nutrition and Dietetics	2	2
House Furnishing	2	3
Advanced Dressmaking	5	
*Home Management	2	
Electives	2	
*Practice Teaching and Observation	5	

APPENDIX XVIII (a)

OUTLINE OF COURSES LEADING TO THE DEGREE OF
B. S. IN HOME ECONOMICS

FRESHMAN YEAR

First Semester

Course	Subject	Hrs. Rec.	Hrs. Lab.	Credits
English 1a	English	3		3
Chemistry 1a	General Inorganic Chem..	3	4	5
Language	Modern Foreign Language	3		3
Art 2a	Art Structure		4	2
H. E. 26	Textiles	1	2	2
*H. E. 27	Beginning Clothing (con- ditional)		2	1
Physical Ed.	Gymnasium Practice		2	0.7
Matriculation Lect.		1		0.3

16 or 17

Second Semester

English 1b	English Composition	3		3
Chemistry 1b	Chemistry of the Metals..	3	4	5
Language	Modern Foreign Language	3		3
Art 2b	Art Structure		4	2
H. E. 20	Elementary Clothing	1	4	3
†H. E.	Beginning Foods	1	2	2
Physical Ed. 1b	Gymnasium Practice		2	0.7

16.7 or 18.7

SOPHOMORE YEAR

First Semester

English 2a	Advanced Composition ..	2		2
Chemistry 7	Organic Chemistry	3	2	4
†Botany 1a	General Morphology	3	4	4
H. E. 1a	Foods	3	4	5
Physical Ed. 2a	Advanced Gym. Practice..		2	0.7
H. Ec. 23	Costume Design		4	2

17.7

*For students having no previous training in Clothing.

†For students having no previous training in Foods.

‡Zoology may be, with the permission of the Dean, substituted for Botany.

Second Semester

Course	Subject	Hrs. Rec.	Hrs. Lab.	Credits
English 3b	History of Eng. Lit.	3		3
Physics 10, or Electives	General Physics	4	2	5
H. Ec. 1b	Foods	3	4	5
Physiology 1	General Physiology	2	4	4
Physical Ed. 2b.....	Adv. Gym. Practice.....		2	0.7

15.7 to 17.7

JUNIOR YEAR

First Semester

Economics 1a	Principles of Economics ..	3		3
Home Economics 4 ...	Dietetics	3	4	4
Bacteriology 1	General Bacteriology	2	4	4
Electives	Electives		3 to 6	

14 to 17

Second Semester

H. E. 41	The House	1	4	3
H. E. 40	Sanitation	2		2
H. E. 100	Advanced Dietetics	2	4	4
Electives	Electives		3 to 8	

14 to 17

SENIOR YEAR

First Semester

H. E. 42	Home Management	2	6	5
Electives	Electives		4 to 8	
Sociology 51a	General Sociology	3		3

12 to 16

Second Semester

A. I. 9	Genetics	3	2	4
Electives	Electives		4 to 12	

12 to 16

In addition to the above course of study, vocational Home Economics students are required to take courses in education to the extent of ten per cent of their total credits. Courses required are Vocational Teacher-training, 60; Technique of Teaching Home Economics, 2; Vocational Teacher-training, 62; Practice Teaching in Home Economics, 6.

¹Physics is required of students who have not had one year of High School Physics. Students are advised to take Physics in High School. If taken in College it reduces the amount of work that may be taken in Home Economics.

APPENDIX XVIII (b)

COLLEGE OF EDUCATION CURRICULUM SUGGESTED

FRESHMAN YEAR

Course	First Semester Subject	Credits
English 1a	English Composition	3
Zoology 1a	General Zoology	3
Physical Ed. 1a	Gymnasium	0.7
*Education 24	Survey of Education	3
Chemistry 1a	General Inorganic Chemistry	5
Art 2a	Art Structure	2
Home Economics 26 ..	Textiles	2
		18.7

Second Semester

English 1b	English Composition	3
Psychology 1	Introductory Psychology	3
Chemistry 1b	Chemistry of Metals	5
Home Economics 20 ..	Elementary Clothing	3
Physical Education 1b.	Gymnasium	0.7
Art 2b	Art Structure	2
		16.7

SOPHOMORE YEAR

First Semester

*Education 116	Educational Psychology	3
Chemistry 7	Organic Chemistry	4
Home Economics 1a ..	Foods	5
Home Economics 23 ..	Costume Designing	2
Physical Education 2a.	Adv. Gym. Practice	0.7
History 4	Introduction to Mod. Europe	3
		17.7

Second Semester

*Education 104	Principles of Education	3
Political Science 51b.	American Government	3
Home Economics 1b ..	Foods	5
Physiology 1	General Physiology	4
Physical Education 2b.	Advanced Gymnasium Practice	0.7
Electives		2
		17.7

JUNIOR YEAR

First Semester

Course	Subject	Credits
*Education 109	Secondary Education	3
Bacteriology 1	General Bacteriology	4
Economics 1a	Principles of Economics	3
Home Economics 4	Dietetics	4
Electives		3

17

Second Semester

*Education 160	The Technique of Teach. H. Ec.	3
Home Economics 41	The House	3
Home Economics 40	Sanitation	2
H. E. 109	Advanced Dietetics	4
Electives		4

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SENIOR YEAR

First Semester

*Education 162	Practice Teaching	6
H. Ec. 42	Home Management	5
Electives		3 to 6

14 to 17

Second Semester

*Education 108	Public Education in U. S.	3
A. I. 9	Genetics	4
Electives		9

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APPENDIX XIX

COURSE OF STUDY RECOMMENDED FOR TRAINING
RELATED SCIENCE TEACHERS

Present requirements in Arts and Science		Recommendations
Course	Credits	Credits
English	6-12	6-12
Language	6-18	6-18
History and Sociology	6-12	6-12
Philosophy and Education	6-6	15-18
Mathematics and Physical Sciences	6-10	25-25
Biological Sciences	6-8	20-24
Physical Education	2-7	2-7
Matriculation	3	3
Electives	7	18-18
	127	127

*Students who have not had High School Physics should take a course in College Physics.

Biological Sciences		Home Economics	
Zoology	4-8	Foods	10
Botany	8	Clothing	3
Physiology	4	Textiles	2
Bacteriology	4	The House	2
	20 to 24		17
Physical Science		Education	
Chemistry	15	Psychology and Edu. . .	6-9
Physics	10	Technique of Teaching	
		and Practice T.	9
	25		
			15 to 18

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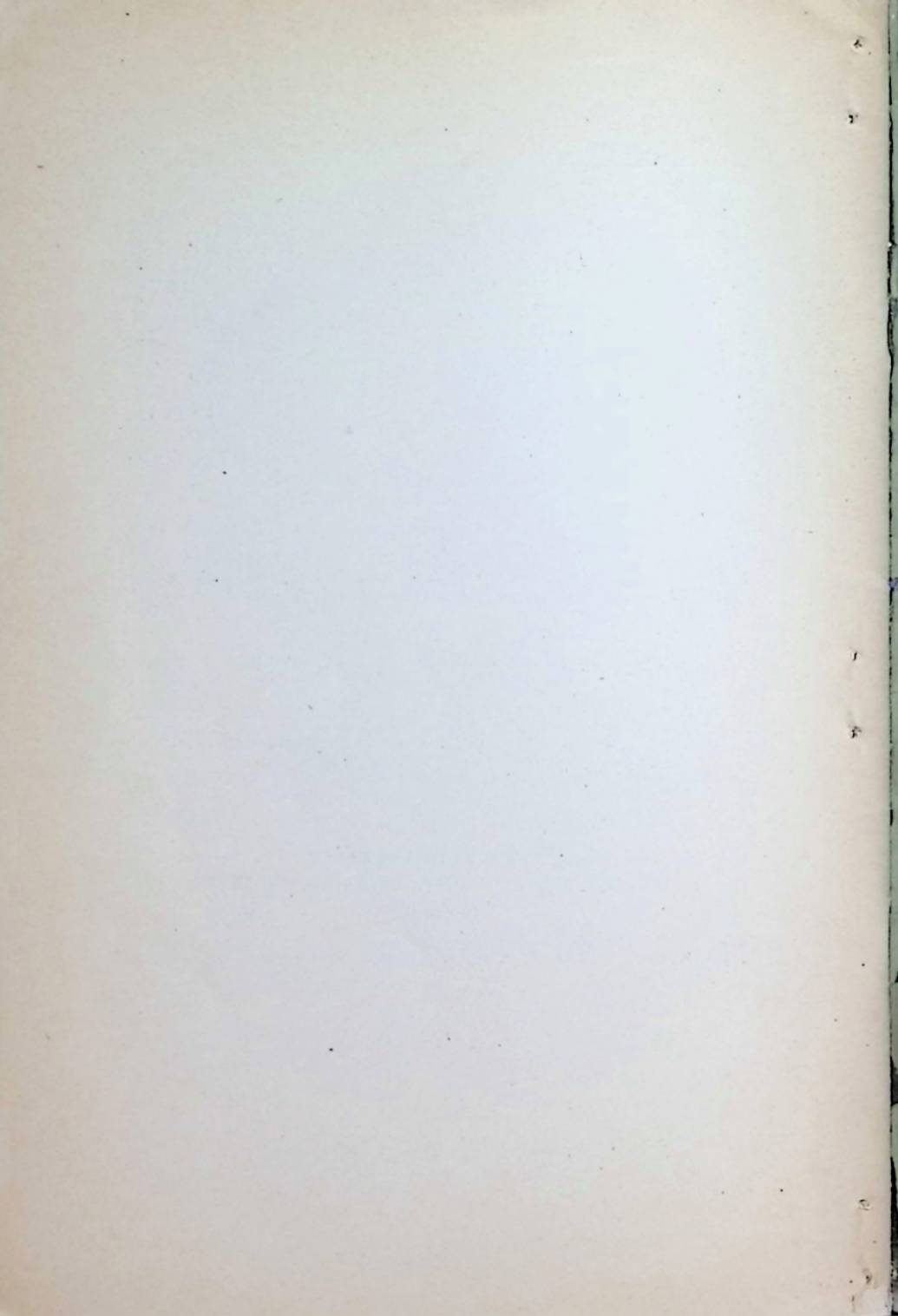
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